

CREDITOR MATRIX

The following instructions will guide you to correctly format a creditor matrix and save it as a .txt file.

A creditor matrix contains each creditor's name and mailing address. This information is used for noticing. The creditor matrix must be in an ASCII file format with an appropriate text extension such as .txt before it can be successfully uploaded into the CM/ECF system.

Suggested Creditor Matrix Specifications

- ▶ The name and address of each creditor must be five (5) lines or less.
- ▶ Type (no handwriting or script type) matrices on plain white paper (no letterhead). Use regular mixed capitalization - do not type in all caps. Use font 10 or 12.
- ▶ Each line may contain no more than 40 characters including blank spaces.
- ▶ Names and addresses should be left justified in a single column (flush against the left margin with no leading blank spaces). Maintain margin of at least one inch from edges.
- ▶ Nine digit ZIP codes must be typed with a hyphen separating the two groups of digits.
- ▶ City, state and ZIP code must be on the last line. Use standard, 2-character postal abbreviations for state codes (GA, FL, NY, etc).
- ▶ Each creditor name/address must be separated by at least two blank lines.
- ▶ Do not include case numbers, debtor, debtor's attorney or US Trustee's name/address, page numbers, ATTN lines, symbols, stray marks, headers, footers, etc.

TO SAVE THE CREDITOR MATRIX FILE WITH A “.txt” EXTENSION

- ▶ After creating the creditor matrix in WordPerfect or Microsoft Word, open the file. Click on **File** on the toolbar to display the drop-down list.
- ▶ Click **Save As** in the drop-down list.
- ▶ If using WordPerfect, do the following:
 - Click the drop-down menu arrow in the **File Type** box and select the file type ASCII DOS Text.
- ▶ If using Microsoft Word, do the following:
 - Click the drop-down menu arrow in the **Save As Type** box and select the file type Text Files (*.txt) or Text Only (*.txt).
- ▶ Enter the file name in the File Name: box. (The system provides the same file name with a .txt extension; however, you may wish to re-name it to specifically identify your matrix. Be sure to keep the .txt extension.)
- ▶ Click the [Save] button.